

CRTD - Court Detail

This screen displays the details of specific court reasons that involve a specific client. Information entered on the screen contains details regarding court orders, petitions, motions/requests, court ordered treatment plans, orders scheduling hearings and minute note entries.

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CAFSCRTD                COURT DETAIL                05/19/2008    13:26
USER ID : CS4566    MODIFY
CAPS ID : 00001300    00    NAME: KOCH, MELISSA
                                LAST UPDATED: 01/31/2008 BY:

CAUSE NUMBER          : 01182006MH
TYPE OF COURT DOCUMENT: CTO                EFFECTIVE DATES OF COURT ORDER
COURT REASON          : EPS TIA TLC                FROM : 01/01/2008 TO : 06/30/2008
HEARING/FILING DATE  : 01/05/2008
ADJUDICATION DATE    : 01/05/2008                NEXT HEARING DATE : 06/30/2008
COURT DISPOSITION    : EPS TIA TLC
DATE ORDER RECEIVED  : 02/02/2008
COURT JURISDICTION   : D01253
TRIBAL NOTIFICATION  :
COUNTY ATTORNEY ID  :
GUARD AD LITEM ID(1):
GUARD AD LITEM ID(2):

JUVENILE OFFICER ID  :
COMMITMENT TYPE      : DOC COMMITMENT END DATE:

COMMENTS: COMMENTS MUST BE ENTERED IN ORDER TO DELETE A COURT RECORD FROM THE
          CRTL SCREEN.

                                PATH:
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Field Descriptions (F12) indicates code lookup is available.

CAPS ID

This field will display the CAPS ID of the client who was entered on the CRTL (Court List) screen.

NAME

This field will display the name of the client whose ID is displayed in the CAPS ID field.

LAST UPDATED

This field will display the date the screen was last updated.

BY (F12)

This field will display the C number of the worker who last updated the screen.

CAUSE NUMBER

Enter the cause number for the court document. This can be any combination of characters (letters, numbers, dashes, etc). *This is the number assigned to the case by the court and typically does not change. When the cause number is entered on the initial court document, it will default to subsequent court documents, but can be modified at any time, if necessary.*

TYPE OF COURT DOCUMENT (F12)

This field will display the type of court document that was selected on the CRTL (Court List) screen. *Based on the type of court document, certain fields will be enterable/non-enterable. For example, if the document type is MNE (Minute Note Entry), the only enterable fields are HEARING/FILING DATE and COMMENTS.*

COURT REASON (F12)

Enter up to three court reason codes – these are your reasons for going to court (what are you asking the court to grant.)

HEARING/FILING DATE

Enter the date the court document was filed (petitions or motions) or the date the hearing took place (orders).

ADJUDICATION DATE

Enter the date the child was adjudicated a youth in need of care.

COURT DISPOSITION (F12)

Enter up to three disposition codes – this is what the court granted.

DATE ORDER RECEIVED

Enter the date the court order was received.

COURT JURISDICTION (F12)

Enter the court jurisdiction you filed the document with or the jurisdiction where the hearing was held. *District court codes follow the format of Daabbc where D=district, aa=judicial district, bb=CAPS county number, c=judge ID number. Tribal court codes follow the format of Saabbc where S=tribal, aa=state code abbreviation, bb=tribe abbreviation, c=judge ID number.*

TRIBAL NOTIFICATION

For ICWA cases, enter a “Y” (yes) if notification of the court filing/hearing was sent to the appropriate tribal contacts or “N” (no) if notification of the court filing/hearing was not sent to the appropriate tribal contacts.

COUNTY ATTORNEY ID (F12)

Enter the CAPS ID of the county attorney associated to the case. *If the CAPS ID is unknown, pressing F12 will access PERS (Person Search) where you can search for, and select, the ID from the PERL (Person List).*

GUARD AD LITEM ID(1) (F12)

Enter the CAPS ID of the first guardian ad litem associated to the case, if applicable. *If the CAPS ID is unknown, pressing F12 will access PERS (Person Search) where you can search for, and select, the ID from the PERL (Person List).*

GUARD AD LITEM ID(2) (F12)

Enter the CAPS ID of the second guardian ad litem associated to the case, if applicable. *If the CAPS ID is unknown, pressing F12 will access PERS (Person Search) where you can search for, and select, the ID from the PERL (Person List).*

JUVENILE OFFICER ID

Enter your C number (for juvenile probation and parole workers only). This is so the system can distinguish between Department of Public Health and Human Services (DPHHS) court details and Department of Corrections (DOC) court details.

COMMITMENT TYPE (F12)

Enter the type of commitment. This is for juvenile commitments to the Department of Corrections (DOC).

DOC COMMITMENT END DATE

Enter the date the juvenile commitment to the Department of Corrections (DOC) ends.

COMMENTS

Enter any comments regarding the court detail. Comments are required before a detail can be “deleted” from the CRTL (Court List) screen.

EFFECTIVE DATES OF COURT ORDER – FROM

Enter the date the court order begins. *For permanency hearings, this date is always the first day of the month the hearing is held. For other orders, it is the effective from date contained in the order.*

EFFECTIVE DATES OF COURT ORDER – TO

Enter the date the court order ends. *For permanency hearings, this date is always the last day of the month the hearing is held, plus one year. For other orders, it is the effective to date contained in the order. If the order says “until further order” you must manually enter 99/99/9999 in the “to” field.*

NEXT HEARING DATE

Enter the date the next court hearing is scheduled. *The assigned worker will receive an alert 30 days prior to this date to remind them a court review is due.*

Additional Information

All court documentation should be scanned and attached in the DocGen system for the client. This includes permanency hearing documentation.